
Job Description

If you are proficient using spreadsheets and have great attention to detail you might be the right person for this position!

We are looking for someone with great typing and data-entry skills who is interested in joining our hard-working web team! In this position you will utilize many different software systems to help update and optimize data across our website. We are looking for someone who is highly organized, and is able to input data with speed and precision. Attention to detail is an absolute must.

Core Responsibilities:

- Data entry support and other administrative tasks needed
- Working with customer account data using POS systems
- Preparing data for entry by compiling & sorting information using the requirements set out
- Adhering to policies and procedures when performing daily operations
- Responsible for any other duties as assigned

Job Requirements:

- Solid understanding of data entry
- Proficient in Microsoft Excel
- Minimum 50-60 WPM Typing Speed
- Capable of working both independently, with minimal supervision, and as a team member
- Excellent communication skills (written and verbal)
- Strong organizational skills
- Strong computer skills
- Ability to work well and manage duties under pressure
- Ability to lift 50lbs
- Background check required

Education:

- High school (Required)

License or certification:

- Driver's License (Required)

Language:

- English (Required)